

**STATE ASSESSORS BOARD MEETING**  
**Approved Minutes of February 23, 2007 Meeting**  
**Michigan Townships Association Building, Conference Room**  
**Located at 512 Westshire, Lansing, Michigan**

[www.michigan.gov/treasury/](http://www.michigan.gov/treasury/)

Local Government

State Assessors Board

Executive Secretary's E-Mail Address – [peoplesj@michigan.gov](mailto:peoplesj@michigan.gov)

State Assessors Board Phone Number – (517) 373-8320

**CALL TO ORDER:** 9:30 a.m., February 23, 2007, in a Conference Room, located at the Michigan Townships Association Building, 512 Westshire, Lansing, Michigan

**ROLL CALL:**

Members Present:	Lisa A. Hobart, Chairperson Maxine J. McClelland, Member Raman A. Patel, Member Joan E. Peoples, Executive Secretary
Members Absent:	Henry O. Allen, Vice Chairperson Frederick W. Morgan, Member
Others Present:	Richard Sharland

**APPROVAL OF MINUTES:**

The minutes of the January 25, 2007 meeting were reviewed by each Board Member prior to the meeting. Motion by Patel to approve, as received, the minutes of the January 25, 2007 State Assessors Board meeting. The motion was seconded by McClelland and unanimously approved.

**FINANCIAL REPORT:**

2005-2006 Fiscal Year End Financial Report data not yet available

**EDUCATIONAL PROGRAMS:**

- 1) Motion by Patel to approve the following educational credit requests (a.-j.), the motion was seconded by McClelland and unanimously approved.
  - a. 6-hours of class room time for a program titled Appraising High-Value Historic Homes, sponsored by Great Lakes Chapter of the Appraisal Institute.
  - b. 6-hours of class room time for a program titled Forecasting Revenue, sponsored by Great Lakes Chapter of the Appraisal Institute.
  - c. 6-hours of class room time for a program titled Condominiums, Co-ops, and PUDs, sponsored by Great Lakes Chapter of the Appraisal Institute.

**EDUCATIONAL PROGRAMS Cont.:**

- d. 6-hours of class room time for a program titled Small Hotel/Motel Valuation: Appraising the Limited-Service Lodging Facility, sponsored by Great Lakes Chapter of the Appraisal Institute.
  - e. 6-hours of class room time for a program titled Valuation of Detrimental Conditions in Real Estate, sponsored by Great Lakes Chapter of the Appraisal Institute.
  - f. 6-hours of class room time for a program titled Scope of Work: Expanding Your Range of Services, sponsored by Great Lakes Chapter of the Appraisal Institute.
  - g. 6-hours of class room time for a program titled National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course, sponsored by Great Lakes Chapter of the Appraisal Institute.
  - h. 6-hours of class room time for a program titled Real Estate Finance, Statistic, and Valuation Modeling, sponsored by Mid Michigan Chapter of the Appraisal Institute, on February 26-27, 2007, in Lansing.
  - i. 6-hours of class room time for a program titled Property Tax Exemptions, written and instructed by Norman Daniels, CMAE 3.
  - j. 6-hours of class room time for a program titled Assessing Practices for Parcel Numbering, Descriptions, Classification and Aging Properties and Their Improvements plus a BS&A Refresher for the 2008 Roll to be offered by Barbara Moss, CMAE 3 and Dan Kerwin, CMAE 3.
- 2) LXR Training was discussed.
- 3) Motion by Patel to approve the subject property request decision made by the Narrative Grading Committee for the property located at 330 Bush St., Howell, Michigan. The motion was seconded by McClelland and unanimously approved.
- 4) Motion by Patel, effective on this date, to set the narrative grading fee at \$500. The motion was seconded by McClelland and unanimously approved.
- 5) Motion by Patel, seconded by McClelland to appoint Joan Peoples as an instructor for assessing classes level 1 thru 4. The motion was unanimously approved.

**OLD BUSINESS:**

- 1) Barbara Moss communication was discussed under Educational Programs item 1 j.

**OLD BUSINESS Cont.:**

2) The 2007 tentative SAB meeting schedule was reviewed. Meetings previously scheduled for April 20, 2007 and June 22, 2007 were rescheduled to April 19, 2007 and June 21, 2007. Motion by McClelland, seconded by Patel and unanimously approved.

3) Motion by Patel to table, for additional information, the Frenchtown Township request for a reduction in assessor certification level from level 4 to level 3. In the absence of the granting of a variance, a level 3 certified assessor may not certify the assessment roll. The motion was seconded by McClelland and unanimously approved.

**NEW BUSINESS:**

1) Correspondence from William Plumpe was reviewed. Due to a hardship, the assessing officer will be permitted to renew the assessor certification without penalty by making payments on the renewal fee, or by paying the fee in full by December 31, 2007. Motion by McClelland, seconded by Patel and unanimously approved

2) A list containing the duties of the executive secretary and the executive secretary's secretary were presented to the Board Members at their request.

**CERTIFICATIONS:**

Motion by McClelland to approve the amended certification list. The motion was seconded by Patel and unanimously approved.

**CERTIFICATION APPLICANTS  
FEBRUARY 8, 2007**

**LEVEL 1**

Barber, Jean A.  
Cooney, Tricia C.  
Decator, Charles

Ecclesine, George  
Height, Pollyanna  
Kimbrough, Anita L.

Lumsden, Howard  
Murphy, Rodger

**LEVEL 2**

Argue, Michele  
Heikkila, Eric  
Lesperance, Diane K.

Malkin, Warren  
Rickert, Deborah L.  
Rowe, David J.

Sorenson, Todd B.

**CERTIFICATIONS Cont.**

**ADDED APPLICANTS MISSING FROM DECEMBER 15, 2006 MINUTES**

**LEVEL 1**

Clark, Anthony S.  
Coon, Janette M.  
Dove, Jeremy Paul

Norton, Julie L.  
Norton, Lynn M.

Rickert, Deborah L.  
Sorenson, Todd B.

**LEVEL 2**

Armbrustmacher, Gregory A .  
Bennett, Kelly R.  
Bowers, Joyce M.

Hammerberg, Jeffery S.  
Klingerman, Curt  
Lonberger, Scott

Olney, Charles  
Pierson, Stephanie  
Zakalowski, Laura D.

**LEVEL 3**

Shipman, Vicky Ann

Snead, Jamie M.

**CERTIFICATION TOTALS AS OF 1/8/07:**

LEVEL 1	665
LEVEL 2	1,001
LEVEL 3	888
LEVEL 4	150
<b>TOTAL</b>	<b>2,704</b>

**INFORMAL REVOCATION HEARING:**

At the request of the assessing officer named in the revocation petition there was a motion by Patel to go into closed session, the motion was seconded by McClelland and unanimously approved. Roll call vote: Hobart-yes, McClelland-yes, Patel-yes. The motion was unanimously approved

Motion by Patel to return to open session, the motion was seconded by McClelland and unanimously approved. Roll call vote: Hobart-yes, McClelland-yes, Patel-yes. The motion was unanimously approved

Motion by McClelland to dismiss revocation petition 06-0017 because no violation of statutes or State Assessors Board Rules was found. The motion was seconded by Patel and unanimously approved.

CLOSED MEETING:

Motion by McClelland to go into Closed Meeting, the motion was seconded by Patel with roll call vote: Hobart-yes, McClelland-yes, Patel-yes. The motion was unanimously approved.

According to Freedom of Information Act, Section 15.243 (1) (b) (ii) and Closed Sessions; permissible purposes 15.268 Sec. 8 (h)

In closed session the following was discussed:

- 1) The minutes of closed meeting held on January 25, 2007.
- 2) Narrative appraisal grading status report
- 3) Narrative Appraisal Number 184
- 4) Narrative appraisal Number 198
- 5) Narrative appraisal number 199
- 6) Correspondence from the candidate writing narrative appraisal #195
- 7) Narrative appraisal Number 194

Motion by McClelland to return to Open Meeting, the motion was seconded by Patel with roll call vote: Hobart-yes, McClelland-yes, Patel-yes. The motion was unanimously approved.

OPEN MEETING

- 1) Motion by McClelland, seconded by Patel to approve the minutes of the Closed meeting of January 25 2007. The motion was unanimously approved.
- 2) The current narrative appraisal grading status report was discussed.

OPEN MEETING Cont.

- 3) Motion to approve the grader's passing grade for narrative Appraisal Number 184 which was the second grading. The motion was seconded and unanimously approved.
- 4) Motion to approve the grader's grade for narrative Appraisal Number 198 which was the first grading. The motion was seconded and unanimously approved.
- 5) Motion to approve the grader's grade for narrative Appraisal Number 199 which was the first grading. The motion was seconded and unanimously approved.
- 6) Correspondence from the candidate writing narrative appraisal #195 was reviewed.
- 7) Motion to approve the grader's grade for narrative Appraisal Number 194 which was the first grading. The motion was seconded and unanimously approved.

**ANNOUNCEMENTS:**

The next meeting is scheduled for March 23, 2007, in Lansing.

**ADJOURNMENT:**

Motion by Patel, seconded by McClelland to adjourn the meeting at 11:30 p.m.

Respectfully Submitted,

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Lisa A. Hobart, Chairperson

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Joan E. Peoples, Executive Secretary